

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



**STATE OF CALIFORNIA  
DEPARTMENT OF BOATING AND WATERWAYS  
EXAMINATION ANNOUNCEMENT  
\*\*\*\*\*CORRECTED BULLETIN\*\*\*\*\***

**AQUATIC PEST CONTROL PROGRAM MANAGER,  
DEPARTMENT OF BOATING AND WATERWAYS  
OPEN**

**FINAL FILING DATE: JULY 20, 2009 (Final Filing Date extended to 7/20/09)**

Applications (Form 678, REV. 12/2006) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date **will not** be accepted for any reason. Examination and/or Employment Application forms must have an original signature; therefore, faxed forms will not be accepted for any reason.

**WHO CAN APPLY**

This is an open examination. Applications will not be accepted on a promotional basis. Career Credits do not apply. Applicants who meet the minimum qualifications may apply for this examination no later than the Final Filing Date of JULY 20, 2009.

**HOW TO APPLY**

Please submit an Examination and/or Employment Application form (Form 678) to the address indicated below. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE STATE PERSONNEL BOARD.**

NOTE: All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application form (Form 678).

**MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT  
APPLICATION FORMS TO:**

**Department of Boating and Waterways  
Personnel Office  
2000 Evergreen Street, Suite 100  
Sacramento, CA 95815-3888**

Applications are available at local offices of the Employment Development Department and at the State Personnel Board's offices or website ([www.spb.ca.gov](http://www.spb.ca.gov)).

**SPECIAL TESTING  
ARRANGEMENTS**

Please indicate in question #2 on the application if you have a disability and need special testing arrangements. You will be contacted to make specific arrangements.

**POSITION LOCATION(S)**

Positions exist with the Department of Boating and Waterways in Sacramento and San Joaquin County (Stockton area).

**SALARY RANGE**

\$4,951 - \$5,977 per month

**REQUIRED  
IDENTIFICATION**

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable job title or civil service class title(s).

**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by JULY 20, 2009. NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED ON THIS ANNOUNCEMENT. YOUR SIGNATURE ON YOUR EXAMINATION AND/OR EMPLOYMENT APPLICATION FORM INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

*(Continued on next page)*

**AQUATIC PEST CONTROL PROGRAM MANAGER, DEPARTMENT OF BOATING AND WATERWAYS**

0516 BB15 09BW03 OPEN

**FINAL FILING DATE: JULY 20, 2009**

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION (CONT'D)**

### **MINIMUM QUALIFICATIONS:**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, or "II" or "III". For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Possession of a Department of Pesticide Regulations' Pest Control Advisor's license. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.**

**and**

#### **Either I**

One year of experience in the California state service performing the duties of an Aquatic Pest Control Assistant Program Manager, Department of Boating and Waterways. and Possession of a Qualified Applicator Certificate, Category F.

#### **Or II**

Three years of experience in the California state service performing the duties of an Aquatic Pest Control Specialist, Department of Boating and Waterways, Range B. and Possession of a Qualified Applicator Certificate, Category F.

#### **Or III**

Five years of experience in the pest control field which includes responsibility for supervising the work of others performing pest control activities. Experience that includes aquatic pest control is preferred. and

Possession of a Qualified Applicator Certificate, Category F.

(Applicants who do not possess the certificate will be admitted to the examination but must secure the certificate prior to appointment.)

**DESIRABLE QUALIFICATIONS:** Degree in biology

**SPECIAL PERSONAL CHARACTERISTICS:** Willingness to travel to assigned areas and to work unusual hours during spraying season; willingness to work with chemicals, materials, and pesticides used in the program; tact; poise; dependability; and punctuality.

**SPECIAL PHYSICAL CHARACTERISTICS:** Ability to work in temperature extremes; vision and color vision adequate to successfully perform the duties of the position; and ability to handle a variety of heavy equipment and materials in the course of work.

**DRIVER LICENSE REQUIREMENT:** Applicants for positions in this classification series must possess a valid driver license of the appropriate class issued by the Department of Motor Vehicles; a good driving record, and are expected to drive vehicles safely. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

### **DEFINITION OF TERMS IN MINIMUM QUALIFICATIONS**

**"experience"** means work experience, which is equivalent to full-time (paid or volunteer. Part-time experience or work performed as part of another job must be pro-rated.

**"performing the duties of"** means the applicant must have been appointed to and performed the duties in the identified classification (or performed duties of an official Training & Development Assignment in the identified classification) for the specified amount of time.

### **THE POSITION**

This level is responsible for managing one or more aquatic pest control programs. As program manager, an incumbent is responsible for planning, organizing, and directing subordinates in aquatic pest control activities, including development of an annual plan of operation, developing new aquatic pest detection, and control and exclusion methods; developing, planning, and conducting training for departmental personnel; and provides guidance relating to the areas of technical aquatic biology methodology and evaluation to both staff and departmental management.

*(Continued on next page)*

## THE POSITION (CONT'D)

An incumbent in a field position has overall responsibility for coordinating and administering the Department's aquatic pest control activities in an assigned program and/or geographic area. A field program manager is responsible for developing an annual plan for managing the control of the pest control programs for which they are responsible. This plan is submitted to the various county agricultural commissioners for approval and necessary permits. A program manager is responsible for identifying alternative means of controlling aquatic pests in the program area or areas that they have been assigned; directs staff in performance of the selected alternative approach, evaluates on an ongoing basis the program effectiveness, including staff performance, and recommends and implements any changes or modifications necessary to enhance program success; is responsible for planning the operational aspects of the assigned control or program(s) including obtaining necessary local government cooperation and approvals; maintains ongoing liaison with local government officials regarding status and effectiveness of the program; develops the overall work plan and timetable for the assigned program(s), including general assignments of program staff that includes the Assistant Program Manager; and responds to and deals with public concerns to program operations.

An incumbent manages headquarter's staff in support of field personnel performing pest control activities. This support function includes development of policies and procedures relating to pest control programs; administering the legally mandated environmental impact notifications and filings; serving as liaison for the programs to other State, Federal, and private organizations interested in or affected by the Department's pest control programs; managing contract aquatic weed abatement programs; and developing and modifying as necessary existing pest detection control and exclusion methods.

## EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Competitors who do not appear for the interview will be disqualified.

### **QUALIFICATIONS APPRAISAL – WEIGHTED 100%**

**The Department of Boating and Waterways reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.**

## SCOPE OF EXAMINATION

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

### **A. Knowledge of:**

1. General botany, botanical classification, and identification;
2. Aquatic pest control methods, materials, and equipment;
3. Chemistry and mode of action of chemical toxicants used in aquatic pest control;
4. Literature sources relating to aquatic plant pests;
5. Boats, boating operation, and maintenance;
6. California waterways;
7. Principles of water and boating safety;
8. Principles of public administration, including personnel management and supervision;
9. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

### **B. Ability to:**

1. Plan, organize, and coordinate work assignments with staff;
2. Evaluate staff and take necessary action to enhance performance or correct behavior;
3. Establish and maintain effective working relationships with State, county agencies, and those contacted during the course of work;
4. Make reliable field observations on loss caused by aquatic pests;
5. Make special studies of aquatic biology problems;
6. Evaluate results, interpret findings, and make control recommendations;
7. Interpret and apply the laws and regulations related to programs of the Department of Boating and Waterways;

*(Continued on next page)*

## SCOPE OF EXAMINATION

### **B. Ability to: (Continued)**

8. Communicate effectively;
9. Prepare reports and accurate program records;
10. Utilize and apply effectively required job skills and knowledge;
11. Plan, organize, and direct the work of others in aquatic pest control projects;
12. Coordinate a departments programs;
13. Participate in the formulation of policies and administrative regulations and in program development and evaluation;
14. Deliver public addresses;
15. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

## **VETERANS' PREFERENCE CREDITS**

Veterans' Preference Credits will not be granted in this examination since it does not qualify as an entrance examination under the law.

---

## **GENERAL INFORMATION**

**For an examination** without a written feature it is the candidate's responsibility to contact the Department of Boating and Waterways at (916) 263-0354 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Boating and Waterways.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited to or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** **Equivalence** to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Veteran Preference Points:** California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application form (Form 1093) which is available from the State Personnel Board, 801 Capitol Mall, Sacramento, CA. 95814, written test proctors, and the Department of Boating and Waterways, 2000 Evergreen Street, Suite 100, Sacramento, CA. 95815-3896.

**TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay (Telephone ) Service for the Deaf or Hearing-Impaired: From TDD phones: 1-800-735-2929. From voice phones: 1-800-735-2922.**

**DEPARTMENT OF BOATING AND WATERWAYS**

**2000 Evergreen Street, Suite 100  
SACRAMENTO, CA 95815-3888**

---

**AQUATIC PEST CONTROL PROGRAM MANAGER, DEPARTMENT OF BOATING AND WATERWAYS**

0516 BB15 09BW03 OPEN

**FINAL FILING DATE: JULY 20, 2009**